



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 25, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 28, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 9, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V

Programming Engineer
Region 5/District 8/Program Development
Highways
Collinsville

Attachments
40540

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, October 9, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer V

Salary Range: \$6,315 - \$10,210

Position Title: Programming Engineer

Union Position: ☒ Yes ☐ No

Position Number: PW115-23-58-302-00-01

IPR#: 40540

Office/Central Bureau/District/Work Address:

Division of Highways / District 8 / Program Development / 1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is responsible for annual & multi-year program development/monitoring, coordinated urban transportation planning, data collection for transportation facilities, traffic counting/forecasting and construction cost estimates.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license

The following criteria is desired:

- Nine years of experience in the practice of civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on activities of the division involved
- Strong communication skills

Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 2015	POSITION:	Programming Engineer
APPROVED BY:	Kirk Brown	DIVISION:	Highways/Dist. 8/ Program Develop. Programming
CODE:	PW115-23-58-302-00-01	REPORTS TO:	Program Development Engineer

POSITION PURPOSE

This position is responsible for annual & multi-year program development/monitoring, coordinated urban transportation planning, data collection for transportation facilities, traffic counting/forecasting and construction cost estimates.

DIMENSIONS:

Subordinate personnel:	5 Sub Unit Chiefs, with 4-10 additional full time technical, 10-12 seasonal technical, and 8-10 local agency personnel part-time
Program Size: Annual	\$50 to \$150 Million 100 to 200 projects analyzed
Multi-year	\$250-\$750 Million 500 to 1100 projects analyzed
Estimates	100 to 300 annually

NATURE AND SCOPE:

This position reports directly to the Engineer of Program Development as do the Studies and Plans Engineer, the Land Acquisition Manager, the Project Support Engineer, and an Office Coordinator. Reporting directly to this position are the Unit Chiefs of Program Analysis, Systems and Services, Estimating, Urban Planning Chief, CADD Supervisor and an Executive Secretary.

The position is responsible for the initial stage in the process that leads to the awarding of contracts for improving the District's transportation system. Activities include gathering data on traffic and physical properties, traffic forecasts, urban planning process (3C), development and monitoring of annual/multi-year construction programs, and the estimating of project costs on both a current and projected basis. A unique aspect of this position is formulating an improvement program which identifies and accomplishes the most cost-effective projects considering the many needs and fiscal constraints.

Typical problems include directing a limited staff to achieve an efficient cost-effective Highway program utilizing the extensive data base maintained by the section. The greatest challenges relate to directing and motivating the staff to work within statewide program and district financial resources and deadlines.

POSITION DESCRIPTION PROGRAMMING ENGINEER

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Functions personally performed by the incumbent include; planning, directing and coordinating the operations of the four sub units; formulating short and long-range transportation improvement programs; coordinating the Unit's activities with the Engineers of Program Development, Program Implementation and Operations, the Studies and Plans Engineer, Land Acquisition Engineer, and Project Support Engineer, as well as the Central Office of Planning and Programming.

This position accomplishes the work programs through the following Units:

Program Analysis Sub Unit, a staff of 1-3 whose responsibility is to develop and monitor the District's Annual and Multi-Year Highway Improvement Programs in an efficient and cost-effective manner with due regards to the sensitivities of public needs and goals. The unit is also responsible for long-range urbanized area transportation planning (3C).

Urban Planning and Bikeway Coordination Sub Unit, a staff of 1- 3 whose responsibility is to maintain continuing, close coordination between the MPO and the District to ensure compatibility of the Department's proposals and the TIP/Long Range Transportation Plan for the region (3C). This sub unit is responsible for integrating elements of other planning agency proposals with Departmental programs. Additionally, this sub unit is responsible for coordinating bikeway activities within the District.

Systems and Services Sub Unit, a staff of 6-10 which is accountable for maintaining data on the physical characteristics of the highway system, traffic counting and forecasting, compilation of transportation needs and sufficiency studies, site impact studies, and traffic-congestion management studies.

Estimating Sub Unit, a staff of 1-3 which is responsible for gathering construction costs data, comparing and analyzing costs of alternate methods, and preparing construction cost estimates for all highway and bridge improvement projects. The estimates are made for the annual/multi-year projects utilizing engineering expertise with minimal quantities, as well as in-depth estimates for the annual construction projects based on plan quantities.

Computer Aided Design and Drafting (CADD) Sub Unit, a staff of 1-5 whose responsibility is to direct and coordinate Computer Aided Design and Drafting activities to improve the District's design and plan preparation productivity.

This position's day-to-day activities are governed by Federal, State and District regulations, policies and procedures. The incumbent has the authority to recommend promotions, raises of subordinates to the Engineer of Program Development and to approve travel, ordinary purchases, overtime and travel expenses within budgetary or policy limits.

This position has contacts outside the department with public and private groups. The incumbent is the District coordinator and specific contact person for project briefing papers and project status reports utilized in public meetings.

The incumbent is responsible for compliance with the provisions of the IDOT Safety Code Handbook and for cooperating with every aspect of the Department's Employee Safety Program so that operations can be done in a manner which insures the safety of himself/herself, fellow workers, and the public.

The effectiveness of the incumbent is measured by the extent to which the combined and coordinated goals of the subordinate units are met.

PRINCIPAL ACCOUNTABILITIES

1. Planning, organizing, directing and controlling the varied activities of the Program Unit.
2. Coordinating Programming activities with all other Program Development Units as well as other district staff and related Central Office personnel.
3. Assigning, training, motivating and evaluating subordinate personnel.
4. Formulating and monitoring current and long-range programs.
5. Supervising the coordination of the 3C process for urbanized areas and bikeway activities for the entire district.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required.